



### **Training Transcript for Module 8 Narrative and Simulations/Data**

This is Module 8 — Narrative and Simulations/Data of the Exercise Builder Online Training.

In this module, you will learn how to construct a short narrative that describes the exercise scenario. You will also review your Pre-Approved Simulations and Data Requirements List and add other simulations or required data as necessary.

At the end of this module, you will have entered your exercise scenario narrative and identified all of the pre-approved simulations and data requirements for your exercise. You will then be prepared to go to Module 9 — Plans and ExPlan.

The scenario narrative is a storybook summary of the exercise including pre-existing conditions, initiating event(s), anticipated response actions, and terminating conditions. It contains descriptions of the simulated emergency situation, including the overall sequence of events, details, supporting data, and timing of activities.

Click the Next Arrow to begin Step 9.2 Technical Basis.

A text box is provided for you to enter a description of the technical basis used to structure the exercise.

For example, the technical basis for a given exercise would include the information contained in site specific procedures, hazard assessment or emergency action levels that determine the worst-case scenario, and protective actions or protective action recommendations, as well as categorization/classification information.

Not all DOE facilities or sites enter a technical basis as part of the narrative. If your site does not, remove the technical basis portion in the narrative document template on Step 9.7. We will go over this step shortly.

Click on the Next Arrow to go to Step 9.3 Pre-Existing Conditions.

Pre-existing conditions, or initial conditions as they are also referred to, are normally environmental conditions. When pre-existing conditions are developed, the stage is set for the drill or exercise. Describe the initial conditions that exist prior to the start of the drill or exercise. For example, Hazardous Material Loading Operations are in progress at (location).

First, review the Design and Development Guidelines to identify any limits to the time of day and weather conditions. Document this in the initial condition script.

A text box is provided for you to enter a description of the pre-existing conditions.

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Click on the Next Arrow to go to Step 9.4 Initiating Event.

An initiating event is a description of an incident that establishes the emergency.

A text box is provided for you to enter a description of the initiating event.

For training purposes, the following description has been added to the Initiating Event text box.

Click on the Next Arrow to go to Step 9.5 Mitigating Response.

Mitigating response actions summarizes the key emergency responses that are expected to happen immediately following the initiating event or events for all major participating organizations.

A text box is provided for you to enter a description of the mitigating response.

Click on the Next Arrow to go to Step 9.6 Termination Conditions.

A statement of the terminating conditions is the final element of the scenario narrative. It describes what needs to happen to complete all exercise objectives and for the exercise to be completed and terminated. For example, all patients have been triaged and transported to the appropriate medical facility, or two press conferences have been conducted at the JIC.

A text box is provided for you to enter a description of the termination conditions.

Click on the Next Arrow to go to Step 9.7 Review Exercise Narrative.

You have completed Step 9, Exercise Narrative. You may now generate and review this section of your exercise plan.

Click the [Generate & Save Document: Exercise Narrative](#) link to generate, save and open the document.

Click the [Edit Current Narrative Template](#) link to edit the currently selected template.

To select a different Exercise Narrative template to modify or generate the Exercise Narrative document, click the [Select a Different Narrative Template](#) link.

This completes the Narrative section.

You are now ready to go to the Simulations/Data section.

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As you worked through previous steps and the MSEL, in particular, you may have identified and entered simulations and the necessary data to help support the exercise scenario. If so, the information should appear on your Pre-Approved Simulations and Data Requirements List.

In this step, you will review this list and add other simulations or required data as necessary.

At the end of this step, you will have identified all of the pre-approved simulations, and data requirements for this exercise.

Click the Next Arrow to continue to Step 10.2 Develop Pre-Approved Simulations and Data Requirements List.

- To Add a New Simulation or Data Requirement, click the Add button. The Add New Pre-Approved Simulation or Data Requirement window will open.
  - Enter the required text in the text boxes and click the OK button.
- To exit without adding a new pre-approved simulation or data requirement, click the Cancel button.
- To Edit a Pre-Approved Simulation, click the simulation you wish to modify and then click the Edit button. Modify the short title and/or the method to simulate as necessary and click the OK button.
- To Delete a Pre-Approved Simulation, click the simulation you wish to delete and then click the Delete button. Confirm the deletion in the dialogue box that opens.
- To Reorder Items, click the item and then the Up or Down buttons or drag and drop the item to the desired location.

Click the Next Arrow to go to Step 10.3 Review Pre-Approved Simulations and Data Requirements.

You may now generate and review the Simulations and Data Requirements document. If necessary, you can return to Step 10.2 to modify the Simulations and Data Requirements.

Click the Generate & Save Document: Simulations and Data Requirements link to generate, save, and open the document.

Click the Edit Simulations and Data Reg. Template link to edit the currently selected template.

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Make any desired changes to the template just as you would any Word document. You may change the font, font size, styles, colors, underline/italicize, etc. You may also add any text or graphics to the template that you wish to include in the generated ExPlan document.

When you are finished making your changes, save the template. If you were editing the default template, you will need to save your modifications under a new filename. If you were already editing a modified template, you may save the modifications under the original filename.

If you saved your modified template using a new filename, you will need to select the new template in order to use it. To do this, close the Word template file and click the Select a Different Template link. Select the new template and click the Open button. The Current Template will now display the name of the new template.

Click the Generate & Save Document link to generate the document using the new template.

To select a different Simulations and Data Requirements template to modify or generate the Simulations and Data Requirements document, click the Select a Different Simulations and Data Req. Template link.

This concludes the video portion of Module 8 — Narrative and Simulations/Data.

You are now ready to begin the practical application of the Exercise Builder Online Training.

For this activity, you will enter a short narrative for the Narrative section of Exercise Builder.

You will use the Microsoft Word document titled, *EB Online Training Activity – Module 8 Narrative and Simulations Data.doc* located in the Exercise Builder Online Training Activities Folder.

You may print the Exercise Builder Online Training Activity information sheet and enter information into Exercise Builder as outlined in the document. It is suggested you copy and paste the text from the document into Exercise Builder.

When you have completed entering the narrative, go to the video portion of Module 9 — Plans and ExPlan.